

# Lucinda Gilbert

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## Career Objective:

Recently graduated in Fashion Retail Management, seeking a career in a fashion buying office. I have had a lot of experience at working under pressure, and find that I have the confidence and ability to do so. Through my degree and work experience at an established high-end store in the buying office, I have developed skills such as progressing ideas through comprehensive research and analysis, good communication manner, and becoming a valued member of a team.

## Education:

### BA (Hons) Fashion Marketing with Retail Management.

University of Central England Birmingham. 2005 – 2008

- Buying & Merchandising- in collaboration with Harvey Nichols.
- Fashion Forecasting
- Visual Merchandising
- Event Management- in collaboration with Trade Remade.
- Product Development- in Collaboration with New Balance.
- Innovation Retailing
- History of Style
- Human Resource Management
- Strategic Management

## Skills Developed

- Research and analysis, in depth trend knowledge, recognising the cycle of trends, lifestyle influences and effects.
- Presentation, communication skills, team work.
- Promotional strategy, Visual concepts, range plan, window displays, floor layouts.
- Knowledge on product management, key problems, strategic theories and company analysis.
- Marketing strategy, identifying company products, consumer base and market place.

## Foundation Art, Design & Communication- Credit

Royal Melbourne Institute of Technology, Melbourne, Australia. 2003 – 2004

## Thematic Art (C), Classical Civilisation (D)

Worcester Sixth Form College. 1999 – 2001

## 9 GCSE's including maths & English to Grade C, Art at grade B

Nunnery Wood High School. , 1994 – 1999,

## Buying Experience:

### Austin Reed Buying Team for Men's Formal Wear

May-June 2007

- Liaising with suppliers.
- Responsible for raising and authorising purchase orders.
- partaking in fit meetings- quality control.
- Updating critical path system.
- Organising products and information for meetings.
- Creative assistant for men's accessories buying team.
- Researching and creating seasonal inspiration concept boards.

**Employment:****Kransler's Café and Patisserie- Waitress/ food preparer** 2006- 2008

- Creating a friendly atmosphere.
- Assisting chef with food preparation.
- Representing the company through self-presentation and communication.
- Learn to know individual customer needs and wants.

**Arborplant Ltd- Personal Assistant and Receptionist** 2002 – 2003

- Responsible for the day-to-day running of the office, organisation and efficient direction for staff, customers and company.
- Hiring and keeping track of valuable machinery
- Retaining good relations with customers and building a solid customer base, by creating a good customer service and promoting the company ethos.
- Dealing with sales and after sale service through responsive and supportive communication.
- Liaising confidently with senior management.

**Warehouse (Ladieswear)- Sales Assistant** 2001 – 2002

- Portray company ethos with confidence and social aptitude
- Create a friendly atmosphere and environment for colleagues and customers
- Keep abreast of current fashion trends, product knowledge and events to assist customers in an informative way.
- Good social and communication skills to deal with any problems or requests from customers or company relations over the phone or in store.

**Tony Tsang's Restaurant- Waitress** 1998 – 2002

- Representative of company, responsible for creating a friendly and inviting atmosphere and environment.
- Able to handle complaints and queries quickly and quietly in a professional manner.
- Able to work in a busy environment and to multi-task in order to keep the business running smoothly and efficiently.

**Other Skills:**

- Computer Literacy and Information Technology Stage 1
- Power Point
- Photoshop
- Word Processing facilities
- Database Facilities
- Spreadsheet Facilities
- Full Driving Licence

**Other Achievements:**

Through my passion for travel and other cultures, I studied in Australia for a year. Learning along side international students, and living with an Australian family, has allowed me to develop knowledge about the way other cultures perceive and react to everyday life, enabling a greater understanding of life experiences on a global scale.

**Referees:**

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